

NPIC ROUTING SLIP

Declassified in Part - Sanitized Copy Approved for Release 2013/08/14 : CIA-RDP78B05707A000500050001-4

DEC 27 1962

FROM:

DATE:

	TO	INITIALS	DATE	FOR YOUR							STAT
				SIGNATURE	INFORMATION	COMMENTS	CONCURRENCE	APPROVAL	ACTION	SEE REMARKS BELOW	
DIR	1		12/31								
DEP/DIR	2		12/31								
EXEC/DIR	3		9 Jan								
ASST FOR OPS											
ASST FOR ADMIN											
ASST FOR P&D											
CH/CSD											
CH/PSD											
CH/PD											
CH/TID											
CH/PAD											
SIO/CIA (PID)											
SIO/ARMY											
SIO/NAVY											
SIO/AF											
LO/DIA											
LO/NSA											

REMARKS:

File: Travel

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C-O-N-F-I-D-E-N-T-I-A-L

27 December 1962

MEMORANDUM FOR: Division and Staff Chiefs, NPIC

SUBJECT: Approval of Travel Claims

1. Effective 2 January 1963, I am requesting that all draft travel vouchers submitted by personnel of your component to [redacted] of this Staff for preparation in final form, be counter-signed by you, or a responsible designee, before submission.

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2. Since you and your branch chiefs are more familiar with the details of the individual's travel than are our people on the Staff, I feel these claims should be reviewed to catch any errors prior to the time we put them in final form. I have instructed [redacted] and [redacted] to return all claims to you which have not been so signed after the 2nd of January.

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[redacted]
Assistant for Administration, NPIC

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cc: Office of the Director, NPIC
Travel Branch, AS/NPIC

GROUP 1
Excluded from automatic
downgrading and
declassification

C-O-N-F-I-D-E-N-T-I-A-L